

CHAPTER F

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F.00 Introduction

The Headquarters Division of Maintenance and District Maintenance Divisions (referred to herein as Maintenance) are responsible for the care and upkeep of State highways. Maintenance performs activities that may impact storm water and receiving water quality. On July 15, 1999, the Department received a National Pollutant Discharge Elimination System (NPDES) four-year permit regulating storm water discharges from properties, facilities and activities. The permit required the Department to implement a Storm Water Management Plan (SWMP) to manage discharges and potential discharges to storm water drains. The Maintenance Storm Water Management Program is the component of the Statewide Storm Water Management Plan (SWMP) that:

- Defines and implements Maintenance Best Management Practices (BMPs) to ensure all Division of Maintenance facilities are in compliance with NPDES requirements;
- Defines and implements Maintenance Best Management Practices (BMPs) to ensure all Maintenance personnel activities on existing State highways and within the Department's right of way are in compliance with NPDES requirements;
- Manages potential storm water pollution from accidental spills, illicit connections, illegal discharges, and illegal dumping within the Department's right of way;
- Maintains structural Storm water BMPs; and
- Conducts periodic erosion inspection of State highway vegetated slopes.

It is the policy of this Department that the Division of Maintenance will:

- (A) Implement the Maintenance Storm Water Management Program described in the Statewide Storm Water Management Plan;
- (B) Implement the Best Management practices defined in the Caltrans Storm Water Quality Handbook Maintenance Staff Guide;
- (C) Follow all appropriate State, federal, and local laws and regulations regarding water quality including all court orders and consent decrees.
- (D) Meet all requirements of Regional Water Quality Control Board (RWQCB) and State Water Resources Control Board (SWRCB) permits and orders.

Maintenance will adapt its program to meet changes in law and to keep current as new technologies are developed.

F.01 Responsible Parties

The Division of Maintenance is responsible for developing this chapter and for making revisions as needed.

In conjunction with the Division of Environmental Analysis, the Division of Maintenance is responsible for the Caltrans Storm Water Quality Handbook Maintenance Staff Guide (“Staff Guide”). The Staff Guide is the guidance document that provides detailed descriptions of Best Management Practices (BMPs) for NPDES permit and SWMP compliance in Maintenance activities, and instruction for implementation of these practices in the districts.

The Division of Maintenance is responsible for coordinating with the Division of Environmental Analysis, the designated lead for the Department’s Storm Water Management Plan storm water issues, to ensure that this chapter and other Maintenance Storm Water Management Program documents are not in conflict with overall Departmental policy.

The following persons are responsible for implementing the Division of Maintenance Storm Water Management Program policy:

The **Chief, Division of Maintenance**, is responsible for statewide implementation of policies and procedures, and the personnel and equipment of the Maintenance Division. This includes ensuring compliance with all elements of the Statewide SWMP required by the Maintenance Division

The **Headquarters Maintenance Storm Water Coordinator** is the liaison with Headquarters Environmental Division. The Coordinator provides guidance to District NPDES (or District Maintenance Storm Water) Coordinators regarding water quality issues. The Coordinator is responsible for overseeing development of storm water guidance documents used by Maintenance.

The Districts are responsible for implementing the SWMP within the district, and complying with the permit and any RWQCB-specific requirements.

The **Deputy District Directors, Maintenance** are responsible for the implementation of the policies, procedures, personnel and equipment of the Maintenance Storm Water Management Program within their respective districts. This includes ensuring compliance with all elements of the SWMP required to be implemented by the District Maintenance Divisions. The Deputy District Director, Maintenance provides direct supervision to the Maintenance Region Managers.

The **Maintenance Region Managers** direct Maintenance activities within regions or programs of a district. Each region is subdivided into Maintenance areas. The Maintenance Manager provides direct supervision to the Maintenance Area Superintendent within each region or program.

The **Maintenance Area Superintendents** direct Maintenance activities within Maintenance areas, and provide direction to Maintenance Supervisors. Maintenance areas contain multiple Maintenance facilities. The Superintendents are responsible for ensuring that Maintenance BMPs are implemented in their jurisdictions as follows:

- (1) Directing personnel or contractors to implement the Maintenance Storm Water Management Program;
- (2) Assuring that personnel under their supervision receive training on storm water management practices;
- (3) Evaluating the performance of personnel with respect to storm water management duties and responsibilities; and
- (4) Reviewing the implementation and effectiveness of the Maintenance Storm Water Management Program BMPs.

Maintenance Supervisors are responsible for direct supervision of a Maintenance crew. Supervisors provide on-the-job training for specific crew assignments, including compliance with water quality protection requirements. Supervisors have on-site responsibility for BMP implementation.

The **District NPDES Storm Water Coordinators** serve as liaison with the Water Quality Program. Liaison activities include conducting meetings related to Storm Water Management issues with the Coordinators from each functional unit, and with other MS4 permittees to discuss problems and concerns. Liaison activities also include regular communications with representatives of the RWQCB. The functional unit Coordinators will assist the district Divisions in implementing the Division's storm water management activities.

District Maintenance Storm Water Coordinators (also referred to as District Maintenance Storm Water Managers) are established in each district. Districts have designated Storm Water Coordinators, in other functional units such as, Environmental, Construction and Design.

District Maintenance Storm Water Coordinator responsibilities include:

- (1) Serving as the point of contact for regulatory inquiries regarding implementation of the Maintenance Storm Water Management Program;
- (2) Reviewing proposed storm water compliance programs for elements related to Maintenance activities;
- (3) Monitoring and evaluating BMPs implementation and effectiveness as related to Maintenance activities;
- (4) Participating in meetings related to storm water management issues with Storm Water Coordinators from other functional units in the district to discuss problems and concerns, and areas that need attention;
- (5) Coordinating with Headquarters Maintenance to arrange training of district Maintenance personnel in storm water quality management; and
- (6) Compiling and preparing materials for the Division of Maintenance portion of the Department's Statewide Storm Water Management Program Annual Report to the SWRCB.

The **District Hazardous Material Coordinators** (also referred to as a District Hazardous Material Managers) coordinate response to spills of hazardous substances on Caltrans right of way, and coordinates management of Caltrans-generated hazardous waste. The Coordinator is usually responsible for providing training information associated with hazardous materials, and may be responsible to assist in implementing storm water quality protection practices in the district.

The **District Landscape Specialists** provide guidance regarding use of pesticides and chemical control of vegetation in field Maintenance operations. The Landscape Specialist is responsible for ensuring that all chemicals used in the district are approved by the responsible regulatory agencies.

Maintenance Leadworkers conduct tailgate meetings (in absence of the Maintenance Supervisor) to review environmental concerns, BMPs, and ensures that appropriate procedures are implemented during Maintenance activities.

Maintenance Workers/Landscape Workers/Equipment Operators are responsible for implementing BMPs while conducting Maintenance activities.

The **District Equipment Managers** ensures that vehicle inspections include checks for leaks on district Maintenance vehicles.

The **Equipment Shop Superintendents** are the front line managers who direct vehicle servicing and repair activities within an equipment shop or service region.

Mechanics (resident/traveling) are responsible for implementing BMPs while conducting vehicle servicing and repair activities.

F.02 Background and Legal Requirements

Federal regulations for controlling discharges of pollutants from municipal separate storm sewer systems (MS4s), construction sites, and industrial activities were incorporated into the National Pollutant Discharge Elimination System (NPDES) permit process by the 1987 amendments to the Federal Water Pollution Control Act (also referred to as the Clean Water Act [CWA]), and the federal storm water regulations issued by the U.S. Environmental Protection Agency (EPA) in 1990. The federal storm water regulations require municipal, construction and industrial storm water discharges to comply with an NPDES permit.

In California, the EPA delegated NPDES permitting authority to the State Water Resources Control Board (SWRCB) and the nine Regional Water Quality Control Boards (RWQCBs).

Under federal regulations, aspects of Caltrans facilities and highway systems are under the jurisdiction of NPDES storm water regulations for two primary reasons:

- (1) Highways and related facilities are served by extensive storm water drainage systems that in urban areas are often connected to, and are considered to be comparable to, municipal storm drain systems, which are covered explicitly in the regulations.
- (2) Construction of highways and related facilities often results in soil disturbance for which specific requirements are contained in the federal regulations and the State's General Permit for Storm Water Discharges Associated with Construction Activity.

To achieve a consistent approach to compliance with the storm water regulations, Caltrans determined that a statewide permit would be the most effective approach to address its activities in all districts, and worked with the State Water Resources Control Board (SWRCB) to achieve one.

The SWRCB issued an NPDES Statewide Storm Water Permit (Permit) to Caltrans in 1999 (Order No. 99-06-DWQ [NPDES No. CAS000003]) to regulate storm water discharges from Caltrans facilities. The permit regulates storm water discharges from Caltrans' rights of way both during and after construction, as well as from existing facilities and operations. The permit also gave the RWQCBs the option to specify additional requirements considered necessary to meet water quality standards. A copy of the Caltrans NPDES Statewide Storm Water Permit can be downloaded from the Caltrans Storm Water Management Program web site (<http://www.dot.ca.gov/hq/env/stormwater/special/index.htm>), or requested from the Headquarters Maintenance Storm Water Coordinator.

Discharges from Caltrans' right of way that are not composed entirely of storm water are prohibited. Therefore, appropriate BMPs must be installed to remove pollutants to the Maximum Extent Practicable (MEP). The permit language is "Any discharge from Caltrans right of way or Caltrans properties, facilities, and activities within those rights of way that is not composed entirely of 'storm water' to waters of the United States is prohibited unless authorized pursuant to...this NPDES Permit (General Discharge Prohibitions, A.1)."

The permit directs Caltrans to implement and maintain an effective Storm Water Management Plan (SWMP) to reduce the discharge of pollutants to storm water drainage systems that serve highways and highway-related properties, facilities and activities. The Caltrans Statewide SWMP is the Caltrans policy document that describes how Caltrans conducts its Storm Water Management activities (i.e., procedures and practices), provides descriptions of each of the major management program elements, discusses the processes used to evaluate and select appropriate BMPs, and presents key implementation responsibilities and schedules. The Maintenance Storm Water Management Program is a component of the Statewide SWMP, and is described in Section 5 of the SWMP. The permit requires Caltrans to implement a year-round program in all parts of the State to effectively control storm water and non-storm water discharges. To meet permit storm water discharge requirements, Caltrans has implemented four general categories of BMPs including the approved Maintenance BMPs. These approved Maintenance BMPs are described in the Caltrans Storm Water Quality Handbook Maintenance Staff Guide.

F.03 Caltrans Storm Water Quality Handbook – Maintenance Staff Guide

The Caltrans Storm Water Quality Handbook – Maintenance Staff Guide (Staff Guide) is the key document in the Maintenance effort to protect water resources. That document provides detailed instructions for incorporating Best Management Practices (BMPs) in maintenance activities.

The key components of the Staff Guide are:

- (A) Objectives of Maintenance Storm Water Management Program.
- (B) Pollutants of Concern for Highway Maintenance Activities and Facilities.
- (C) Incorporation of Storm Water Controls into Maintenance Programs and Activities.
- (D) Program Evaluation.
- (E) Detailed Maintenance Best Management Practices (BMPs) for use in field Maintenance activities, both at Maintenance stations, and for each type of Maintenance operation.